

**SUSANVILLE INDIAN RANCHERIA**  
**Lassen Indian Health Center**  
**795 Joaquin Street**  
**Susanville, CA 96130**  
**(530) 257-2542**

**POSITION ANNOUNCEMENT**

Position	Community Health Representative
Date of Announcement:	August 10, 2016
Closing Date:	August 19, 2016
Salary:	\$13.00 - \$15.00/hour
Hours:	Part Time – 20 hours per week

GENERAL STATEMENT OF RESPONSIBILITY:

The Community Health Representative (CHR) will serve as a liaison advocate for Native American Indians residing in Lassen County. The goal of the CHR is to promote community health by education to increase health awareness. The CHR will assist eligible clients in gaining access to and utilization of health provider resources.

SPECIFIC RESPONSIBILITIES:

1. Identify and locate American Indians in the service area.
2. Assist eligible American Indian families in the service area to register at Lassen Indian Health Center.
3. Promote the early detection of disease and injuries, and positive health activities/lifestyles.
4. Identify health and social needs via home visits, and provide referrals to the appropriate resource agencies.
5. Provide and participate in health education activities to promote improved self-help and health promotion/disease prevention of Native American Indians.
6. Document communication with other health, social, economic, and private providers to ensure continuity of care to eligible American Indians.
7. Document findings of individual contacts in CHR health reports, medical and/or dental records using S.O.A.P. format and flow sheets, i.e. Patient Care Component (PCC).
8. Follow directions and guidelines set out by Outreach Manager for all patient contacts and

health education activities.

9. Protect patient records and information related to services provided or requested by practicing confidentiality.
10. By the 5<sup>th</sup> of each month, complete and submit to supervisor monthly report. Report will include statistical data on client contacts.
11. Participate in staff meetings, patient care conferences, educational in-services or conferences as appropriate.
12. Transport patients when Transportation Aide is not available, no other transportation can be arranged and/or in emergency situations. Ensure that all occupants are in appropriate auto safety restraints.
13. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
14. Other duties as assigned.

QUALIFICATIONS:

1. Valid Driver's License and insurable as determined by the Susanville Indian Rancheria insurance provider.
2. High school diploma or GED equivalent.
3. Minimum of 2 years work experience.
4. Knowledge of or ability to learn technical medical skills and vocabulary.
5. Excellent people skills, oral and written communication skills.
6. Current CPR Certification and First Aid Training or the ability to obtain CPR and First Aid certification.
7. Must be at least 25 years of age for insurance purposes.
8. Preferred Current California CNA certificate required or ability to obtain a CNA within 2 months of hire.
9. Must be able to relate to Native Americans.
10. Preference will be given to Native Americans (42 CFR 36.211).